

# 2003-04 STAFF DOCUMENTATION: CERTIFICATION AND CRIMINAL HISTORY CHECK STATUS GUIDELINES FOR NEW/PLANNING YEAR SCHOOLS

The following are guidelines for completion and submission of the [2003-04 Staff Documentation: Certification and Criminal History Check Status](#) form. Refer to the website [www.state.nj.us/education](http://www.state.nj.us/education) and click Charter Schools, Reporting Requirements for the necessary forms. This packet contains the following:

- ◆ 2003-04 Staff Documentation: Certification and Criminal History Check Status blank form (due **August 15**); and
- ◆ a sample completed form.

## LIST OF ALL STAFF AND CRIMINAL HISTORY CHECK STATUS

Keyboard complete information on **all staff** (administrators, teachers, school nurse, other certified staff, teacher aides, secretaries, business managers, food service workers, security guards, etc.) in the following format:

- ◆ **Name of Staff Member:** Alphabetize names of staff members by last names first.
- ◆ **Social Security Number:** Enter the Social Security number for each staff member.
- ◆ **Date of Hire:** Enter date the board of trustees hired the staff member at one of its public meetings.
- ◆ **Position or Title and Specify Teaching Assignment:** Provide information as to specific assignment particularly with teachers where grade level(s) and/or subject area(s) must be listed. For example: Grade 3/Elementary, Social Studies/grades 10-11, computer instructor/grades 3-5. Or another example is “Kindergarten Teacher” is acceptable; “Teacher” is not acceptable.
- ◆ **Certificate(s) Held/Pending:** List the exact title as it appears on the certificate. For example: Elementary, Secondary Social Studies.
- ◆ **Type of Certificate:**
  - ◆ Select standard, CE, CEAS, provisional or emergency.
  - ◆ “Not Required” is a selection that should be used for staff whose employment does not require certification. For example: secretary.
  - ◆ Certificates of Eligibility with Advanced Standing and Certificates of Eligibility allow a person to be **HIRED—NOT TO TEACH**. All of these certificates must be turned into provisional certificates following registration in the Provisional Teacher Program or the Provisional Administrator Program prior to the opening of school.
- ◆ **Copy of Certificate(s) Attached:** New Jersey certificates should be attached to the hard copy of the **2003-04 Staff Documentation** form for each person whose job requires such credentials.
- ◆ **Emergent Hiring Form Attached:** All staff employed by the charter school in certified and non-certified positions and who have regular contact with students must go through a Criminal History Check. If the staff member is newly employed at your charter school, check this column and attach a copy of the **Authorization for Emergent Hiring Pending Completion of Criminal History Check** form signed by the county superintendent of schools.
- ◆ **Criminal History Approval Letter Attached:** This column will not be used by a new or planning year charter school, as all staff members are new. For future reference: if an ongoing staff member went through the Criminal History review and received a **Criminal History Approval** letter, check this column and attach a copy of the approval letter. These letters are mailed directly to the candidate. The candidates must provide copies for the charter school and the Charter School Unit.
- ◆ **Type of Employee:** Select code for each employee:
  - ◆ **OSM** Ongoing staff member;
  - ◆ **NH** New hire;
  - ◆ **TE** Terminated employee; or
  - ◆ **OLE** On-leave employee.

The **2003-04 Staff Documentation** form must include the names and information for the following staff:

- ◆ A **lead person** holding a New Jersey standard school administrator or supervisor or principal certificate;
- ◆ A **person** who holds a New Jersey standard certificate in one of the three areas listed above can **direct and guide the work of instructional personnel** but if the lead person is not appropriately certified\*;
- ◆ The **appropriate number of teachers** in accordance with the approved charter school application;
- ◆ **Teachers in all seven core curriculum content areas** if teaching assignments are by subject-area certification;

- ◆ A school nurse\*\*,
- ◆ A teacher of the handicapped\*\*, and
- ◆ Members of a child study team\*\* including:
  - ◆ A school psychologist,
  - ◆ A learning disabilities teacher-consultant,
  - ◆ A school social worker and,
  - ◆ If serving pre-school students, a speech/language specialist.

\*If the lead person of the charter school does not hold a New Jersey standard school administrator or supervisor certificate or a New Jersey standard or provisional principal certificate, the board of trustees must employ or contract with a person who holds a New Jersey standard certificate in one of the three areas to direct and guide the work of instructional personnel including, but not limited to, the supervision and evaluation of staff and the development and implementation of curriculum. **Attach to the hard copy of the 2003-04 Staff Documentation form the following:**

- ◆ A copy of the certificate(s) held by this person who will direct and guide the work of the instructional personnel; and
- ◆ A plan for the (1) the supervision and evaluation of staff and (2) development and implementation of curriculum.

\*\*If the charter school will not employ but will contract for one or more of the services (school nurse, teacher of the handicapped and/or child study team), **attach to the hard copy of the form the contractor's name and the plan for the delivery of these services.** Teacher of the handicapped and child study team services MUST only be delivered by a public agency—another charter school, a public school district or a county educational services commission. The child study team must have an identifiable, apportioned time commitment to the charter school and shall be available during the hours students are in attendance.

## SUBMISSION OF INITIAL FORM

Complete criminal history forms. For new hires, submit the board resolution approving application for emergency hiring and the originals of **the Authorization for Emergent Hiring** form. Submit copies of the Authorization for Emergent Hiring forms signed by the county superintendent of schools by **August 15** to the Charter Schools Unit. Sagem-Morpho, Inc. is currently processing the criminal history background review. Refer to [www.nj.gov/njded/education/crimhis/forms](http://www.nj.gov/njded/education/crimhis/forms). Candidates will receive the Approval Letter following the review; copies of the letter must be provided to the charter school for your files and the Charter School Unit.

### SUBMIT THE FOLLOWING BY AUGUST 15:

- ◆ Hard copy of completed 2003-04 Staff Documentation form;
- ◆ Plan for additional staff member to direct and guide the work of instructional personnel (if applicable);
- ◆ Plan for contracting for nursing, teacher of the handicapped and/or child study team services (if school nurse, teacher of the handicapped and/or child study team members are not school employees listed on 2001 Staff Documentation form);
- ◆ Certificates of staff; and
- ◆ Authorization for Emergent Hiring forms or Criminal History Approval letters for all staff. Submit Approval Letters on an ongoing basis to the Charter School Unit.

## SUBMISSION OF UPDATES

If additional staff members are hired between August 15 and 31, it is suggested that an updated form be submitted by **August 31**. This is critical for charter schools opening for the first time in September 2003.

An updated list of new and terminated staff members is due to the Charter School Unit by **February 15**. If there are no changes, send the form with the words “No Change.” The forms must be signed and dated.